

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
APRIL 14 – 18, 2014**

MONDAY, APRIL 14, 2014

| | | |
|----------|---------------------------------------|---|
| *4:30 pm | Neville Public Museum Governing Board | Third Floor Board Rm. 210 Museum Place |
|----------|---------------------------------------|---|

TUESDAY, APRIL 15, 2014

| | | |
|----------|-----------------------------|--|
| *9:15 am | Special Executive Committee | Room 207, City Hall 100 N. Jefferson Street |
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|----------|-----------------------------------|---|
| *9:30 am | Brown County Board of Supervisors | Legislative Room 203 100 N. Jefferson Street |
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|----------|-----------------------------------|---|
| *5:00 pm | Veterans Recognition Subcommittee | Room 201, Northern Building 305 E. Walnut Street |
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WEDNESDAY, APRIL 16, 2014

| | | |
|----------|--------------------------|---|
| *1:30 pm | Land Information Council | Room 200, Northern Building 305 E. Walnut Street |
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THURSDAY, APRIL 17, 2014

| | | |
|----------|---------------------------|---|
| *9:00 am | Traffic Safety Commission | Brown County Sheriff's Office 2684 Development Drive |
|----------|---------------------------|---|

| | | |
|----------|---------------|------------------------------------|
| *5:15 pm | Library Board | Central Library 515 Pine Street |
|----------|---------------|------------------------------------|

FRIDAY, APRIL 18, 2014

(No Meetings)



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

April 14, 2014

4:30 p.m.

Neville Public Museum
Third Floor Board Room

-
- I. Call meeting to order
 - II. Approve/modify agenda
 - III. Update and discussion, FY 2014 and FY15 budgets and program plans
 - IV. Update and discussion, museum master planning
 - V. Such other matters as authorized by law
 - VI. Adjournment

Kevin Kuehn, Chair

Please contact Beth Lemke at 448-7848 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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EXECUTIVE COMMITTEE

Thomas Lund, Chair
Bernie Erickson, Patrick Buckley, Patrick Evans,
Patrick Moynihan, Jr., John Vander Leest
Steve Fewell

SPECIAL
EXECUTIVE COMMITTEE
Tuesday, April 15, 2014
9:15 a.m.
Room 207, City Hall
100 North Jefferson Street

**** NOTE DATE, TIME & LOCATION ****

- I. Call meeting to order.
 - II. Approve/modify agenda.
-
1. Resolution re: The Position of Chief Deputy in the Sheriff's Department.
 2. Resolution re: The Position of Senior Civil Engineer in the Public Works Department.
 3. Such other matters as authorized by law.

Thomas Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the Organizational meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Tuesday, April 15, 2014 at 9:30 a.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Reading of certified list of County Supervisors and swearing-in ceremony.**
2. **Informational reports from:**
 - a) **District Attorney Dave Lasee - Conflict of Interest and Open Meetings Law.**
 - b) **Circuit Court Judge Donald R. Zuidmulder - Separation of Powers.**
3. **Selection of Temporary Chair.**
4. **Election of County Board Chair.**
5. **Election of County Board Vice-Chair.**
6. **Adoption of Agenda.**
7. **Comments from the Public:**
 - a) **Must be limited to items not on the agenda.**
 - b) **State name and address for the record.**
 - c) **Comments will be limited to five minutes.**
 - d) **The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.**
8. **Approval of Minutes of March 19, 2014.**
9. **Announcements of Supervisors.**

10. **Communications: (None)**
 - a) Late Communications.
11. **Appointments:**
County Executive:
 - a) Appointment/Confirmation of August Neverman as Brown County Technology Services Chief Information Officer.
 - b) Appointment of Nathan Jeske to the Library Board.
12. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.
13. **Other Reports:**
 - a) Treasurer's Financial Report for the Month of December, 2013.
14. **Budget Adjustments Requiring County Board Approval.**
15. **Standing Committee Reports:**
 - a) Report of Administration Committee of March 27, 2014.
 - b) Report of Education & Recreation Committee of April 3, 2014.
 - c) Report of Executive Committee of April 7, 2014.
 - i) Special (Draft) Executive Committee of April 15, 2014.
 - d) Report of Human Services Committee of March 26, 2014.
 - e) Report of Planning, Development & Transportation Committee of March 24, 2014.
 - i) Report of Land Conservation Subcommittee of March 24, 2014.
 - f) Report of Public Safety Committee. *No meeting, no report.*
16. **Resolutions & Ordinances:**
Administration Committee, Planning, Development & Transportation Committee and Executive Committee
 - a) Initial Resolution Authorizing the Issuance of Not to Exceed \$5,665,000 General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times. Motion at Admin: To approve; Motion at PD&T: To approve; Motion at Exec: To approve.
Administration Committee and Executive Committee
 - b) Ordinance to Amend Sections 2.03 of the Brown County Code Entitled, "Organization, Policy and Authority of the Brown County Board of Supervisors" and Section 3.14 Entitled "Budget Transfers". Motion at Admin: To approve; Motion at Exec: To approve.
Administration Committee and Public Safety Committee
 - c) Resolution Approving Donation of Brown County Economic Crime Account Funds to Brown County Sheriff Department. Motion at Admin: To approve; *No Public Safety mtg held.*
Education and Recreation Committee and Executive Committee
 - d) Resolution re: the Reclassification of the Clerk/Typist II Position at the Neville Public Museum. Motion at Ed & Rec: To approve; Motion at Exec: To approve.
 - e) Resolution re: Change in Table of Organization for the Neville Public Museum Project Operations Manager LTE & Cataloger LTE Grant Funded. Motion at Ed & Rec: To approve, Motion at Exec: To approve.
 - f) Resolution re: Change in Table of Organization for the Neville Public Museum Technician. Motion at Ed & Rec: To approve, Motion at Exec: To approve.

Executive Committee

- g) Resolution re: Authority to Execute a 2014 Agreement with the Brown County Sheriff's Department Supervisory Employees. See Item 17a. – Motion at Exec: To approve a resolution authorizing execution of the 2014 agreement with Brown County Sheriff Department Supervisory Employees.

Special Executive Committee

- h) Ordinance to Amend Sections 2.16 of the Brown County Code Entitled, "Appointment Terms for Committees, Commissions and Boards". Motion at Exec: To approve.
- i) Ordinance Amending Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure". Motion at Exec: To approve.

Human Services Committee

- j) Resolution to Accept Additional Funding for Human Services Child and Adolescent Behavior Health Unit. Motion at Hum Svc: To approve.
- k) Ordinance Amending Chapter 5 Human Services Program Section 5.06 of the Brown County Code Entitled, "Composition of the Board". Motion at Hum Svc: To approve.

Human Services Committee and Executive Committee

- l) Resolution re: Change in Table of Organization for the Human Services Department Social Worker/Case Manager. Motion at Hum Svc: To approve; Motion at Exec: To approve.
- m) Resolution re: Reclassification of Positions in the Human Services Department (Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist). Motion at Hum Svc: To hold for one month; Motion at Exec: To hold for one month.

Planning, Development & Transportation Committee and Executive Committee

- n) Resolution re: Change in Table of Organization for the Public Works Department LTE Highway Maintenance Worker. Motion at PD&T: To approve; Motion at Exec: To approve.

Land Conservation Subcommittee

- o) Resolution to Approve the Agreement between the Great Lakes Commission and Brown County, as well as the New Water Standard Working Agreement with Brown County, Pursuant to the lower Fox Watershed Demonstration Project, Approved by the USDA as part of the Great Lakes Restoration Initiative. Motion at Land Con: To approve with the change.

Land Conservation and Executive Committee

- p) Resolution re: Reclassification of Positions in the Land and Water Conservation Department Agronomist Technician & Engineering Technician. Final motion at Land Con: To approve the resolution with the stipulation to hire an Agronomist Technician at \$50,486 or Agronomist Technician Journeyman at \$46,237 (hiring one or the other, whichever came first, not both) and an Engineering Technician at \$50,486 or Engineering Technician Journeyman at \$46,237, (hiring one or the other, whichever came first, but not both); Motion at Exec: To approve resolution striking engineering technician at pay grade 17.

Special Executive Committee

- q) Resolution re: The Position of Chief Deputy in the Sheriff's Department.
Motion pending Special Exec April 15, 2014 mtg.
- r) Resolution re: The Position of Senior Civil Engineer in the Public Works Department.
Motion pending Special Exec April 15, 2014 mtg.

17. **Closed Sessions:**

- a) **Executive Committee:** Discussion and possible action on labor negotiations and bargaining with the Sheriff Department Supervisory Employee Contract.
 - i. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on number 1 below, as authorized pursuant to Wisconsin Statutes Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.
- a) *Reconvene into Open Session:* Discussion and possible action on labor negotiations and bargaining with the Sheriff Department Supervisory Employee Contract.
To approve a resolution authorizing execution of the 2014 agreement with Brown County Sheriff Department Supervisory Employees.
- b) **Planning, Development & Transportation:** Discussion and possible action on possible purchase or lease options for the Brown County Health Department:
 - i. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stat §19.85 (1)(e).
- b) *Reconvene in Open Session:* Discussion and possible action on possible purchase or lease options for the Brown County Health Department.
***PD&T Held Closed Session for one month.*

18. **Such other matters as authorized by law.**

19. **Bills over \$5,000 for period ending March 31, 2014.**

20. **Closing Roll Call.**

21. **Adjournment to Wednesday, May 21, 2014 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into **Closed Session:** Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles.
James Haskins, Ed Koslowski,
John Maino, Troy Ness, Delores
Pierce, Duane Pierce, Joe Witkowski

****Running Total of Veterans' Certificates: 1527**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, April 15, 2014

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of March 18, 2014.
5. Air Force Band of Mid America performance recap.
6. Any new discussion regarding Veterans Appreciation Day at the Brown County Fair.
7. Discussion re: Topic of recognition at Veterans Appreciation Day at the Brown County Fair.
8. Approval of Proclamation Marking August 16, 2014 as Korean War Veterans Day at Brown County Fair.
9. Report from CVSO Jerry Polus.
10. Comments from Carl Soderburg.
11. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock, & Witkowski).
12. Such Other Matters as Authorized by Law.
13. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGENDA
Brown County
Land Information Council
Wednesday, April 16, 2014
1:30 PM
Northern Building, Room 200
305 East Walnut Street, Green Bay WI

ROLL CALL:

| | | | |
|---|-------|---|-------|
| County Treasurer | _____ | Keith Deneys <i>Sheriffs Dept</i> | _____ |
| Bill Bosiacki <i>Zoning Administrator</i> | _____ | Chuck Lamine <i>Planning Director</i> | _____ |
| Francine Roberg <i>Village of Ashwaubenon</i> | _____ | Cullen Peltier <i>Public Safety & Communications</i> | _____ |
| Tom Sieber <i>County Supervisor</i> | _____ | Dale Raisleger <i>Public Works/Highway</i> | _____ |
| Patrick Austin <i>Mark D. Olejniczak Realty</i> | _____ | Chad Weininger <i>Administration Director</i> | _____ |
| County Surveyor | _____ | Jim Wallen <i>Real Property Lister</i> | _____ |
| Rob Vesperman <i>Land & Water Conservation</i> | _____ | Cathy Williquette <i>Register of Deeds</i> | _____ |
| Information Services Director | _____ | Jeff DuMez <i>GIS/LIO Coordinator</i> | _____ |

1. Introduction of new Land Information Council members
2. Approval of the minutes from the July 10, 2013 Land Information Council meeting
3. Survey Indexing project (Pat Ford & Sandy Wentland)
4. Land Records System upgrade (Beth Rodgers, Jim Wallen & Jeff DuMez)
5. E-911 system upgrade
6. Aerial Photo project
7. Changes to the survey statutes
8. Wisconsin Land Information Program update
9. Election of Land Information Council Chair & Vice Chair
10. Any Other Matters

Notice is hereby given that action by the Land Information Council may be taken on any of the items which are described or listed in this agenda.

ANY PERSON WISHING TO ATTEND, WHO, BECAUSE OF A DISABILITY REQUIRES SPECIAL ACCOMMODATION, SHOULD CONTACT THE BROWN COUNTY BOARD OFFICE AT 448-4015 TWO DAYS BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

SHERIFF'S OFFICE

Brown County

2684 DEVELOPMENT DR.
GREEN BAY, WISCONSIN 54311
PHONE (920) 448-4200 FAX (920) 448-4206



JOHN R. GOSSAGE
SHERIFF

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, notice is hereby given to the public that a regular meeting of the **Brown County Traffic Safety Commission** will be held on **April 17th, 2014 at 9:00 a.m.** at the **Brown County Sheriff's Office, 2684 Development Dr., Green Bay, WI 54311.**

Agencies reporting traffic fatalities for the first quarter of 2014 **please forward** incident information in advance to Randy Schultz at: Schultz_rs@co.brown.wi.us. Thank you.

A G E N D A

1. Call to Order
2. Approve Minutes
3. US 41 Construction Update
4. STH 29 Construction Update
5. "Last Call", Multi-Jurisdictional OWI Task Force Update
6. BOTS Update, 2014 plans/issues
7. First Quarter Traffic Fatalities
8. Citizen Appearances
9. Other Business as Allowed by Law

Randy Schultz, #120 BRSO
Chair
Brown County Traffic Safety Commission



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

Stainbrook_LM@co.brown.wi.us
www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

Central Library

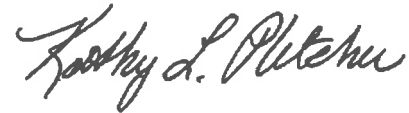
Thursday, April 17, 2014

5:15 p.m.

AGENDA

1. Call to Order
2. Approve Consent Items (3 minutes)
 - a. Agenda
 - b. Minutes
3. Communications and Open Forum for the Public (5 minutes)
4. Strategic Plan – review reporting mechanism (10 minutes)
5. Library Business (30 minutes)
 - a. Information Services Report
 - b. Financial Manager's Report, Bills and Donations
 - c. Facilities Report
6. Nicolet Federated Library System (5 minutes)
 - a. Monthly Update
7. Old Business (5 minutes)
8. Personnel (10 minutes)
9. President's Report (5 minutes)
10. Director's Report (5 minutes)
11. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation
12. Approve any action that may have been recommended in Executive Session (5 minutes)
13. Such Other Matters as are Authorized by Law (5 minutes)
14. Meeting Summary/Next Meeting Planning (2 minutes)
15. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.

A handwritten signature in cursive script, reading "Kathy L. Pletcher".

**Kathy L. Pletcher
President**

Next Meeting:

Thursday, May 15, 2014
5:15 p.m.
Central Library
515 Pine Street


APRIL 2014



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|---|---|---|--------|----------|
| | | 1 | 2 Public Safety 5:30 pm <i>Canceled</i> | 3 Ed & Rec 5:30 pm @ Museum | 4 | 5 |
| 6 | 7 Executive Cmte 5:30 pm | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 Spc Exec 9:15 Bd of Sup 9:30 (Organizational Mtg) Vets Subcmte 5:00 pm | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 <i>Tentative -</i> Human Services 6:00 pm | 24 <i>Tentative -</i> Admin Cmte 5:00 pm | 25 | 26 |
| 27 | 28 <i>Tentative -</i> Land Con 5pm PD&T 5:15pm @ Public Works Dept | 29 | 30 | | | |



MAY 2014

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|---------|---|---|--------|----------|
| | | | | 1 <i>Tentative -</i> Ed and Rec 5:30 pm @ Zoo | 2 | 3 |
| 4 | 5 | 6 | 7 <i>Tentative -</i> Public Safety 5:30 pm | 8 | 9 | 10 |
| 11 Mothers Day | 12 Executive Cmte 5:30 p.m. | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 Board of Supervisors 7:00 pm | 22 <i>Tentative -</i> Admin Cmte 5:00 pm | 23 | 24 |
| 25 Land Con & PD&T to be determined due to Memorial Day | 26 Memorial Day County Board Office Closed  | 27 | 28 <i>Tentative -</i> Human Services 6:00 pm | 29 | 30 | 31 |

Meetings are marked as Tentative until after the election and the Committees meet to discuss their meeting dates and times.

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (March 27, 2014)
- Human Services Board (April 10, 2014)
- LEAN Steering Committee (March 6, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING **March 27, 2014**

PRESENT: Tom Diedrick, Keith Pamperin, Corrie Campbell, Beth Relich, Lisa VanDonsel, Joan Swigert, Marvin Rucker,

EXCUSED: Steve Daniels, Barbara Robinson, Melanie Maczka, Lori Rasmussen, Pat Hickey, Larry Epstein

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, Diana Brown, Denise Misovec,

PLEDGE OF ALLEGIANCE

INTRODUCTIONS: None

ADOPTION OF AGENDA: Ms. Van Donsel/Ms. Swigert moved to adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING, FEBRUARY 27, 2014: Mr. Rucker expressed concern that the minutes did not mention any of the discussion that took place at the February meeting regarding the commensurate wage issue and expressed concerns by the board. Ms. Christianson explained that this issue involves many layers of information, many emotions, and varied viewpoints making it a very complex subject. She offered to invite a speaker who would present an alternative view and balanced perspective to the board at a future meeting. Board members felt it would be beneficial and it will be an agenda topic within the next few months.

Ms. Campbell stated that she would like the minutes to reflect that a discussion took place that involved varied viewpoints on commensurate wage. Mr. Rucker added that he would also like the minutes to reflect the need for a continued dialog around minimum wage as well as commensurate wage policies. Ms. Christianson noted that prior to the next meeting she would modify the language highlighting that there was debate, there were varying opinions, and more education was requested to get to the heart of the issue. It was agreed upon unanimously that Ms. Christianson will bring the amended minutes to the April board meeting for board approval.

Ms. Campbell/Mr. Rucker moved to approve the minutes of February 27, 2014 noting that there will be amended language to reflect previous discussion regarding commensurate wage. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

- A. REVIEW AND APPROVAL OF FINANCE REPORT:** Ms. Bowers explained that a data entry error resulted in Nutrition Donations being under stated and Charges & Fees being over stated in the February 2014 Financial Report. A correction in the form of a general journal entry will be reflected in the March Financial Report. Mr. Diedrick suggested by adding budget year-to-date column to the Financial Report would aide Board members to

easily identify any budget irregularities. Ms. Van Donsel noted that the budget on occasion will appear skewed as we do not receive grant dollars evenly. Ms. Bowers agreed and added that this is also true for expenses and that future financials to the Board will include a budget year-to-date column

Ms. Campbell requested an explanation of the revenue line item Donations Housing Units. Ms. Bowers explained that the ADRC has two meal sites in privately owned housing units coordinated by housing unit managers and volunteers. Negotiations with these housing unit owners resulted in an agreement of the housing units to support the difference between the cost per meal and donations collected at their site; the housing units receive a quarterly statement from the agency.

Mr. Pamperin inquired if this is the situation at all of the housing units. Ms. Bowers explained that several congregate meals sites, located within housing units, and were requested beyond the ADRC budget capacity. In order for the additional meals sites to be added, the housing units were asked to help share the cost of the program by paying the difference between the cost of the meal and the donations collected at their location.

Ms. Relich/Mr. Pamperin moved to approve and place on file the February 2014 Financial Report to include the journal entry correction as outlined above. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: There were no Restricted Donations in February.

STAFF REPORT: LAURIE ROPSON QUALITY/OUTREACH COORDINATOR: Ms. Christianson explained that in the ADRC world, Quality Improvement is often called "Process Improvement". Brown County promotes quality improvement within the Lean initiatives they facilitate. She then turned the floor over to Ms. Ropson, the ADRC's Quality/Outreach Coordinator. Ms. Ropson distributed the ADRC – Brown County Process Improvement Progress Report 2014. She presented each process project: Removing the Clutter - Assistive Equipment Loan Closet Project, Front Desk Project, and the Donation Letters Project, highlighting the big and small aim, the "why" and the "how", the discoveries, outcomes, and sustainability of each Process Improvement Project. Ms. Ropson also shared an update on a Finished Project titled "Where Consumers Benefit". The outcomes included a reduction in consumer wait time and a more efficient use of staff and expertise.

Ms. Ropson also distributed the ADRC 2013 Annual Report. She presented a synopsis of 2013 by highlighting the ADRC's focus on health promotion through classes on Diabetes, caregiver support, exercise, information and education, and our new wellness studio. She noted how the ADRC is consumer driven with our emphasis on reaching people sooner through rural outreach, falls prevention, memory screening and our assistive equipment loan closet. We empower our consumers by focusing on connections that count such as benefit assistance, nursing home relocation and options counseling. Last but not least, the ADRC aims for quality through our Reduce Waste and our Reduce Customer Wait Time Projects. In addition, our Home Delivered Meal Program provides quality of life made possible by our vital volunteers.

Discussion followed regarding the cost to put the Annual Report together. Ms. Ropson explained that it would be advantageous to have funds for nicer paper as well as for more professional photography. Mr. Diedrick noted that he had been contacted by a top philanthropist from Brown County inquiring about non-profit annual reports and the cost of putting them together. Realizing the importance of these reports, Mr. Diedrick noted it's important that community donors become involved in this. Mr. Diedrick requested that, once this report is in electronic format, Ms. Ropson forward it to him along with some rough costs for designing and printing, and he will forward it on to this philanthropist. It was also suggested that we possibly work with students at NWTC on this project.

Board members complimented Ms. Ropson on the design of the 2013 Annual Report noting that it is a very professional looking informational piece.

FAMILY CARE UPDATE: Mr. Diedrick reported that he had received an e-mail stating that the legislature does not have to meet to approve Family Care; and, there is the possibility of an announcement coming out in the next couple of weeks. The board will be informed as soon as more information is received.

DIRECTOR'S REPORT:

- A. STAFF SWOT-PRIORITIES:** Ms. Christianson referred board members to the 2014 SWOT (Strengths, Weaknesses, Opportunities & Threats) Analysis (enclosed). She explained that the SWOT Analysis is a large part of our strategic planning for 2015. A planning day was held where all staff had a part in putting this together. The opportunities listed are things that the staff feels the ADRC can capitalize on and we will try to address in our 2015 budget.
- B. BUDGET WORK PLAN:** Also included in the board packet was the Brown County Budget Work Plan that provides important dates and timeline for the County Budget. Ms. Christianson explained that in June the ADRC Draft Budget will be presented to the Executive and Finance Committee and then to the full board at our combined June/July meeting.
- C. STATE VIDEOS AND PR PROPOSAL:** Ms. Christianson gave a brief background on how, for many years, ADRCs have around the state have put their own individual resources to create marketing and PR materials duplicating efforts. The state has had a plan to create statewide marketing efforts to try and reduce the duplication while creating a consistent common brand all over the state. This year the State has contracted with a company that created generic videos for all ADRC's to use. The State has been divided into PSA regions. Each region has been asked to put a proposal forward that funds the distribution of TV and radio ads. Ms. Christianson shared concerns about the duplication of effort to work with TV and radio stations around the region and has volunteered to put together one proposal for the 16 county PSA region Brown County is within. She noted that the distribution of the video would be most effective if partnered with an Outreach Program Kickoff Event specific to the Brown County ADRC. She has been working with Leonard & Finco, a local PR Company that Brown County has a contract with, and has received a cost estimate of \$7,680 for an Outreach Program within each of the 16 counties in the PSA region (enclosed). She

explained that the total combined cost for Leonard & Finco services and the direct advertising placement cost is \$49,680 and would be funded by the State. Ms. Christianson also projected one of the State videos with board members. Discussion followed emphasizing the importance of the Outreach Program Kickoff Event.

Ms. Van Donsel/Ms. Campbell moved to proceed with the state video and the localized proposal we are submitting. **MOTION CARRIED.**

- D. 2-1-1/CRISIS CENTER/ADRC YEAR END REPORT:** Ms. Christianson began by explaining that the ADRC has a unique collaborative partnership with the United Way and the Crisis Center. She gave a brief overview of the origin of 2-1-1 and noted that the 2-1-1/Crisis Center/ADRC Year End Report is our look back at 2013. The searchable database on the ACRC's website and on United Way's website is a partnership. The ADRC enters the resources serving the disabled and aging populations, the Crisis Center enters mental health resources and the United Way enters general community resources. Ms. Christianson highlighted the unmet needs in the community and the need to address them.

Ms. Christianson also announced that she and Lisa Clark, the head of the 2-1-1 Program, are presenting on a federal webinar on April 3 with AIRS (Association of Information and Referral System) around how ADRC's and 211s can partner together.

Ms. Campbell inquired about whether there is the ability to add into the 2-1-1 referral network by other agencies. Ms. Christianson explained that 2-1-1 is a central funnel to all of the human services agencies in Brown County, so programs that meet the inclusion/exclusion criteria can participate.

Ms. Campbell noted that "Homelessness" is an issue that is coming up at the County Board level and she felt it was important that this year-end report make it to the Board. She noted that this report is concrete and will make an impact. Ms. Christianson will take it to the Human Services Committee and Ms. Campbell will also see that the County Board Secretary receives a copy.

- E. DEMENTIA SPECIALIST APPLICATION:** Ms. Christianson referred board members to the Dementia Care Specialist Application (enclosed). She noted that there are five Dementia Specialists around the state and this application is for one of the 10 additional positions the state is making available to all of the 42 ADRCs. The Dementia Care Specialist is required to run two evidence-based Dementia Programs. One is *Memory Care Connections* and the other is *LEEPS*. Ms. Christianson gave a brief description of the two programs with examples. The Dementia Specialist will train volunteers and do the matching and coordinating for the LEEPS program. The Dementia Care Specialist is a fully funded position and is necessary for us to continue to move toward becoming a Dementia Capable ADRC and Community. The application is due on Tuesday and Ms. Christianson requested board approval so that we can move forward with the application.

Mr. Pamperin/Ms. Van Donsel moved to approve the application for the Dementia Care Specialist. **MOTION CARRIED.**

Mr. Pamperin noted that UWGB's Learning in Retirement has a number of volunteers who bring people with disabilities to the Learning in Retirement Classes. Ms. Christianson felt that would be excellent opportunity and thanked Mr. Pamperin for the resource.

- F. DEMENTIA/DME GRANT-COLLABORATION:** Ms. Christianson explained that she had been approached by Ms. Brown of N.E.W. Curative and Mr. Diedrick to consider collaborating with them on an application for a grant through the Green Bay Community Foundation to bring technology to caregivers and people affected by Dementia. Ms. Brown reported that this is a two year grant for \$200,000 (\$100,000 per year) and is due Tuesday. The purpose would be to help improve the quality of their caregiving experience and the quality of their lives. Mr. Diedrick explained that assistive technology can cover a very large range of things such as music, IPads, games that stimulate the mind, a computer to use SKYPE, and many other resources. He reported that this grant is limited to Brown, Kewaunee and Oconto Counties. Mr. Diedrick also noted that there is an opportunity to show positive outcomes of this program as at the end of the two years. Ms. Christianson added that the ADRC would want to collaborate on this project and is looking at this from a prevention perspective. This project, along with the Dementia Care Specialist would increase the ADRC's expertise and capacity for serving individuals and families with dementia. The ADRC is written into the grant as the agency to provide sustainability to the project.

Mr. Pamperin/Ms. Campbell moved to support the Dementia/DME Grant Collaboration.
MOTION CARRIED.

LEGISLATIVE UPDATES: Ms. Van Donsel urged everyone to vote on Tuesday, April 1, 2014.

ANNOUNCEMENTS:

- Ms. Giesen distributed a brochure on the Caregiver-Get-A-Way Event taking place on Friday, May 16 at N.E.W. Curative. This event is also on page 9 of our April Newsletter and she offered to e-mail an electronic version if requested. Ms. Campbell noted that the County Office of Media Relations is promoting anything that the ADRC places on our sites.
- Ms. Van Donsel announced the MS Walk will take place on Sunday, April 27, at West De Pere High School.
- Mr. Pamperin encouraged those present to participate in the ADRC bus trip to a Milwaukee Brewers Game on Wednesday, June 25.
- Ms. Christianson will be contacting the Nominations and Human Resources Committee to schedule a meeting sometime before the next full Board Meeting on April 24.

NEXT MEETING – APRIL 24TH AT N.E.W. CURATIVE LOCATION: The next regularly scheduled Board of Director's Meeting will be at 8:30 a.m. on April 24 at N.E.W. Curative.

ADJOURN: Ms. Relich/Mr. Rucker moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:35 a.m.

Respectfully submitted,

Arlene Westphal, Secretary



Brown County LEAN Steering Committee Minutes of March 6, 2014 Meeting

Attendance: Cathy Williquette Lindsay, Troy Streckenbach, Lynn VandenLangenberg, Brent Miller, Nancy Fennema, Renee Ruiz, John Zacek, Paul Van Noie and Judy Knudsen

Regrets: Brad Hopp

Guests: None

Minutes: A motion was made by Brent Miller and seconded by John Zacek to approve the February 6, 2014 minutes. Motion carried.

Welcome/Introductions: Nancy Fennema, Brown County Human Services and Renee Ruiz, Brown County Public Safety - Communications were welcomed to the committee.

Report Out Airport Housekeeping: Will reschedule for April LEAN Steering Committee meeting.

Revised LEAN Steering Committee Charter: Cathy Williquette Lindsay updated the LEAN Charter to reflect new membership. When the Technology Services Director is hired, this person will be invited to serve on this committee. Supervisor Brad Hopp will be a member until April. He would be interested in serving as a citizen member. The Committee discussed having a County Supervisor serve on the Steering Committee.

Revised Report Out Format: Participation certificates will be awarded at the report out immediately following the event. A group photo will be taken at this time. Representation at these events will be provided by the County Executive, Organizational Development Coordinator and LEAN Steering Committee Chair. Other members of the LEAN Steering Committee are encouraged to attend as well.

Project & Facilitator Update: Lynn VandenLangenberg reported Child Support will hold an event. Two employees interested in being facilitators will participate in this event. Lynn is working with NWTC to offer facilitation training for current and potential facilitators. This training will provide an opportunity for team building as new facilitators are welcomed into the group. There is a potential of eight new facilitators. John Zacek is interested in conduction training on the A3 process. If Steering Committee members know of employees who are interested in being a facilitator, please contact Lynn VandenLangenberg.

Human Services Project Update: Nancy Fennema reported on LEAN events scheduled in Human Services for 2014. In the future, this information will be shared with Lynn VandenLangenberg prior to events being held so there is seamless communication in place rather than two reports on the agenda regarding upcoming events.

LEAN Fundamentals for Local Government Training Conference: Cathy Williquette reported 57 individuals are signed up to attend.

Next Meeting: Thursday, April 3, 2014 in the Veteran's Conference Room.

Respectfully Submitted

Judy Knudsen

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, April 10, 2014 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Susan Hyland, Helen Smits, Carole Andrews, Paula Laundrie, Bill Clancy, John Van Dyck

Excused: Craig Huxford, JoAnn Grashberger

Also

Present: Jeremy Kral, Executive Director
Nancy Fennema, Director of Community Programs
Tim Schmitt, Finance Manager
Dani Young, Project Manager

1. Call Meeting to Order:

The meeting was called to order by Chair Tom Lund at 5:15 pm.

2. Approve/Modify Agenda:

ANDREWS/LAUNDRIE moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of January 9, 2014 & March 13, 2014 Human Services Board Meetings:

HYLAND/ANDREWS moved to approve the minutes dated January 9, 2014 and March 13, 2014.
The motion was passed unanimously.

4. Executive Director's Report

Executive Director Jeremy Kral presented and handed a written report to the board (attached).

Citizen Board Member Andrews gave an update on Family Care, as she sits on the board of directors for the N.E.W. Family Care District. They have decided to work with the Lakeland Care District to become a larger district. Meetings occurring with both boards have proven that both want good quality services for people in the district.

Q: Citizen Board Member Laundrie stated that Family Care used to have a lot of momentum but that seems to have declined.

A: Lund stated that some of the districts didn't receive the anticipated return savings. Andrews stated that Northern Bridges was the first district to go forward without a pilot and had numerous issues. Decision makers want to fix existing problems before rolling out Family Care to additional districts.

Citizen Board Member Andrews stated that they cannot use planning grant money to respond to the RFP and funding will cease once the RFP is active.

Chairman Lund stated that eventually, citizens could come forward and challenge the state in regards to the inequality of care, possibly basing a law suit on equal protection grounds.

Q: County Board Member Clancy asked how much time, effort & money has gone into the N.E.W. Family Care District planning.

A: Chairman Lund stated that Rolf (Hanson) has been with the district for more than 4 years and there was an elected official planning group before that. He states he remembers the Board hearing about this for at least 8 years.

Kral added that the Lakeland MCO does have one of the pilot counties and institutional knowledge since they began operating Family Care in 2001.

LAUNDRIE/CLANCY moved to receive and place on file.
Motion was carried unanimously.

5. Electronic Medical Records Update.

- Dani Young introduced herself and gave a handout to the group (attached).
- We are working on replacing the current authorization & billing system in the Community Programs & Business Operations areas. Currently, we are in the middle of evaluating each unit's needs and will turn that into requirements for new systems. It is important that we can share information easily across units.
- One of the main focuses is optimization – utilizing systems to their full potential and making forms electronic. We are looking at improving billing processes to collect more revenue.
- One of the goals is to facilitate more streamlined documentation. Sometimes with electronic systems, people assume the system is used to collect information. It is not designed for us to be able to collect data but, instead, to facilitate people's daily work and to make things easier. The less time staff spend on paperwork is the more time they spend serving their clients.

County Board Member Van Dyck stated that when looking at the replacement of the AS400, he would encourage us to take advantage of the potential of the internet. He was disappointed when the county payroll system was implemented. He stated sometimes the county is archaic when it comes to programs and he would like us to be aware of that and realize the potential out there. Young stated that we do want a modern system but we also want it agile enough for people who aren't as computer literate but are highly knowledgeable in their roles.

Q: County Board Member Clancy asked how far along we are on the project.

A: Young stated we are in the initial phase and just met with the project team a few weeks ago. At this point, we are just evaluating the work of the different units. There will be a lot of reviewing of processes. She cited her experience with EPIC in her previous roles.

Q: Citizen Board Member Laundrie asked how Avatar compares to EPIC.

A: Young stated Avatar is specifically for Behavioral Health, while EPIC is designed for big hospital systems.

HYLAND/VAN DYCK moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

Schmitt had submitted a written report with the board packet agenda.

Kral added that the department experienced a favorable budget variance of less than 1%. For 2013, we drew 1.2 million dollars from the fund balance which was favorable by 1 million versus what was budgeted. He also stated that it is anticipated the CTC will function more efficiently on the expense side of the ledger this year. Revenue is tough to predict since the crisis diversion facility is newly opened. Our new CTC Administrator is doing some refinement to keep expenses down. We are trying to budget as accurately as possible.

County Board Member Van Dyck stated that during budget time, he would emphasize the \$700,000 utilization of fund balance rather than the favorable budget variance.

LAUNDRIE/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, May 8, 2014
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

ANDREWS/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:59 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

Brown County Human Services

Executive Director's Report to the Human Services Board

April 10, 2014

Members of the Board:

The Business Unit just completed a very busy time of year. Closing the books for a department that receives over \$80 million in revenue from 3rd parties including federal and state government, several private insurance companies, and private payers is a very significant workload as you would expect. Further details are included in the financial reports.

The Electronic Medical Record project has been making good progress recently. We recently converted from Avatar to MyAvatar, a newer product from our vendor, Netsmart. This change has received universally positive feedback from the people who interact with it, which includes many social workers, case managers, physicians, billing personnel and associated supportive roles.

We are preparing to move into "Phase 3" of the Electronic Medical Record project, which basically means replacing our current authorization system. The authorization system basically tracks approvals and payments for services for most of the clients of the department. The current authorization system is based on software that is many years old, has many customized components without documentation, and generally requires a great deal of maintenance while simultaneously being byzantine and intimidating to users. Further updates will be provided by Dani Young in a few moments.

In the area of children and family services, Manager Jim Hermans and Child and Adolescent Behavioral Health Unit supervisor Dr. Althea Noukki have developed a proposal to bring state funding for Coordinated Services Team Initiative back to Brown County. The proposal for this recurring funding stream would fund a new position which will provide education, training, support, recruitment, and facilitation skills to our collaborating partners in schools and other professional systems that care for youth with behavioral health needs. The CSTI model fits best for children and families who have needs that are too great to be met by traditional outpatient counseling. We are very excited that our state partners chose to reinvest in this area.

Supervisor Pat Evans and co-chair Sue Lockwood reconvened the Child Abuse and Neglect Task Force for a second summit on March 21. At that meeting, there were several presentations, and the community plan was revealed. The Human Services Department has been an enthusiastic partner in the task force, and on behalf of the department I would like to recognize the efforts to date of the many task force member agencies and of our own personnel as well as Supervisor Evans.

Legislative developments in this area include the passage of AB570, which permits a child placed in out-of-home care who is a full-time student has an IEP to remain in care until earning their diploma, HSED, or reaching age 21-whichever comes first. This bill is expected to have a positive impact on affected youth. Based on county input, the legislation was changed so the state has the financial responsibility for youth over age 18 in expensive Residential Care Center (RCC) placements. Also, AB487 which sought to return non-violent 17 year-old offenders to juvenile court was not passed. The Wisconsin County Human Services Association advocated against passage because of the financial implications of shifting the cost of providing services from state to counties and I personally testified against the bill at a hearing in Madison for that reason.

In internal child welfare news, Jim Hermans has announced his retirement effective in May this year. We thank Jim copiously for his contributions to this department and the community and wish him all the best in his future endeavors.

Our consistently award-winning Economic Support Unit has been a statewide leader through the historic changes in the health insurance realm as implementation of the Patient Protection and Affordable Care Act. Workloads have increased greatly, and callers have often needed extra support due to confusion, frustration, and misunderstanding due to the changes. ES Administrator Jenny Hoffman and the entire team in Economic Support deserve recognition for the efficient and high-quality services they provide the community.

There has been no announcement or public information about the prospects of Family Care. Expansion of Family Care still appears to have support among state leaders, but there has been no official action toward expanding in our area. We hope to have better indication of the state's direction in the coming weeks and months.

There has been a significant development in our local Family Care planning district. The boards of NEW Family Care and Lakeland Care District have each passed motions which support a joint proposal to serve our 7-county region if and when the state Department of Health Services releases an RFP. Each entity finds benefit in combining efforts to respond to the RFP and thus to serve our region collaboratively if the RFP is selected by the state. Lakeland would go from being a small MCO to one of the largest, and the NEW District gains enhanced likelihood of successful RFP and the practice knowledge of an MCO that began in one of the pilot counties February 1, 2001.

As you may recall, the state's biennial budget created the opportunity to access community mental health services through the Comprehensive Community Services (CCS) program at state and federal expense if counties are participating in an approved consortium. We have been working with our colleagues in Outagamie, Winnebago, Calumet, and Manitowoc counties to this end. The consortium model that we are working with will help create efficiencies from the perspective of both the state and counties by consolidating and streamlining non-value added activities such as establishing rates. The application for approval is in progress, and implementation will begin July 1 if all goes well.

Respectfully Submitted By

A handwritten signature in black ink, appearing to read 'J. Kral', is written over the printed name and title.

Jeremy Kral
Executive Director



Electronic Medical Records Update

Projects

- Human Services – Community Programs and Business Operations
- Human Services – Community Treatment Center
- Human Services – Community Treatment Center Billing

Systems

- AS400
- Avatar
- ADL

Goals

- Facilitate more complete documentation
- Allow exchange of data with other departments
- Better reporting and follow-up
- Reduce staff administrative time

Staff Administrative Time Reduction Example

- One of the optimization items being considered at the CTC will result in a reduction in the amount of time staff has to spend documenting - filling out forms, taking notes, and/or entering state or federal required information (that is, away from patient care). This is what we've estimated the time savings will be for each role:

| Role | Time Savings (Per Month) | Time Savings (Per Day) |
|---------|-----------------------------|---------------------------|
| HIM | 16.00 | 0.53 |
| Manager | 40.00 | 1.33 |
| MD | 15.00 | 0.50 |
| MDS RN | 5.00 | 0.17 |
| RN | 164.95 | 5.50 |